

**2021 NCAA DIVISION I BASEBALL CHAMPIONSHIP
ADMINISTRATIVE MEETING CHECKLIST**

This is a checklist for the **ADMINISTRATIVE MEETING** between competing teams' administrators, head coaches (or representative) and sports information representatives, and NCAA site representatives for the NCAA Division I Baseball Championship regional and super regional competition.

1. Introductions and Welcome.
 - a. Participating teams (identify all personnel attending from each team and confirm the team health officer).
 - b. Host institution (tournament manager and event management staff).
 - c. NCAA site representatives.
 - d. Games committee (determine composition of the games committee).
 - e. ESPN.
2. Review Games Committee Assignments.
 - a. Explain who will monitor field activities.
 - b. Confirm team liaisons (identify person the participating school should contact in case of a problem).
3. Team Rosters.
 - a. Credentials (all non-uniformed personnel must be properly credentialed).
 - b. Squad size (27).
 - c. Dugout limit - 35(in a normal year, plus a bat handler at least 13 years of age. Bat/ball handler must wear a protective helmet regardless of age). For the 2021 championship, the bat handler must be part of the 35 person official travel party roster.
 - d. Check for any suspensions.
4. Umpires (NCAA site representatives will cover this area during the administrative meeting).
 - a. Provide names of umpires.
 - b. Ground rules (umpires will go over the ground rules with the coaches prior to their first game).
 - c. Protest procedure.
 - d. Inclement weather policies.
 - e. Halted game rule.
 - f. Assignment procedure (explain that four umpires work each game, six assigned to regional).
 - g. Umpire evaluation form for coaches and site representatives.
5. Pre-Game Batting Practice.
 - a. Shorts are permissible.
 - b. Batting practice jersey/shirts – game numbers required, at least six inches tall and on the back of the jersey/shirt.
 - c. 2nd game of the day or if inclement weather.
6. Game Administration.
 - a. Bat testing procedures.
 - b. Dugout determination.
 - c. Pregame Timing Schedule - host with all artificial turf fields make final determination if they plan to use the optional two-hour pregame schedule instead of the standard 2:15.
 - d. National Anthem before each game.
 - e. Team introductions (if necessary).

- f. Schedule between games (minimum 55 minutes).
 - g. Lineups.
 - h. Videotape policies.
 - i. Replay review (all rounds).
 - j. Confirm uniforms.
 - k. Reminder about designation of home team after the first day.
 - l. Team parking.
 - m. Clubhouse usage and restroom policy.
 - n. No electronic communication devices in dugout (bullpen phone exception).
 - o. Inclement weather guidelines and scenarios.
7. Media/Sports Information.
- a. Game statistics.
 - b. Interview policy/in-game television interviews/cooling-off period/SID's role (explain coaches and student-athletes must be available for postgame conferences).
 - c. Television/radio.
 - d. All-tournament team (regionals only) – listing only (nothing tangible distributed).
 - e. Line-up cards.
8. Sports Medicine.
- a. Athletic training staff.
 - b. Athletic training room.
 - c. Physician availability/hospital.
 - d. Concussion management policy.
9. Support Services
- Laundry.
10. Drug Testing Statement.
11. Misconduct.
- a. Misconduct statement.
 - b. Tobacco.
12. Questions.
13. Adjournment.